Tips for Completing the Graduate Study Program Application

1. The Graduate Study Program is a highly competitive program. Don't wait until the last minute to prepare your application. You will need time to develop responses that are well thought out and organized so as to help you stand out in the competition.

2. Consider having a conversation with management relating to your participation in the program and how it links to your career development, the goals of the organization and NASA, to make sure you are both "on the same page." Your management too could have valuable information to share as to future organizational programs, needs and goals.

3. In order to develop your responses (or have a discussion with your management) you will need to be clear on your academic and career goals, as well as knowledgeable on your proposed program of study content, specifics and details of NASA's Leadership Model, and NASA's present and future programs, strategic needs and goals.

4. In developing your responses, be **specific and have examples for**:

    a. How the proposed program of study is related to your NASA career goal and how it will benefit your individual career development and growth.

    b. Describing the relationship between the proposed program, and the present/future NASA programs, needs and goals. In other words how it is aligned and linked to NASA.

    c. Describing the benefits of your participation in the proposed program. This question is an opportunity to demonstrate how it will enable you to contribute to NASA and how it will enhance NASA's Return on Investment (ROI).

    d. Describing how the knowledge and skills gained in the program will be applied in achieving NASA's needs and goals.

    e. Describing the relationship between the proposed program and the NASA Leadership Model. Connect the two.

5. In describing duties and responsibilities of your present position, remember to develop what you do or have done towards accomplishments/successful outcomes and highlight those duties and responsibilities that have relevancy to your proposed program of study.

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6.   Remember to present a complete summary of your educational background and credentials as asked, as well as your special achievements, awards and ratings by NASA and other organizations. Do not miss this opportunity to demonstrate your ability to succeed, exceed and achieve goals and expectations as evidenced by your past experiences.

Generally:

1.   Keep on point, answer the question and do not ramble.

2.   Respond concisely but with enough detail to prove the point you are making.

3.   Do not copy and paste from Agency and Academic program documents into your application responses. Use your own words to summarize and describe.

4.   Review your own application/responses for completeness, spelling, typos, omissions, relevancy to questions asked, and overall strength of the application presented.

5.   Have others review your application (e.g. coach, mentor, peers, team lead, supervisor, career counselor, friend, etc.) for feedback on how it could be strengthened or other constructive criticism.

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